EVERY CHILD

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KENTUCKY DEPARTMENT OF EDUCATION

Volume 4, Issue 8

KSIS & More

September 2011

Inside this issue:

"Data is a precious thing and will last longer than the systems themselves."

-Tim Berners-Lee

The 2011-12 KDE Data Standards are posted on the KDE website here.

NEW! ED DATA EXPRESS

The U.S. Department of Education launched version 2.0 of ED Data Express, an interactive website aimed at making accurate and timely K-12 education data available to the public.

The upgraded site adds new data visualization tools, enhanced documentation and social networking options for users.

It's important to note that much of the data for federal reporting comes from the KSIS. Data quality measures in districts help ensure accuracy of this public data.

www.eddataexpress.ed.gov

CONTINUOUS INSTRUCTIONAL IMPROVEMENT TECHNOLOGY SYSTEM (CIITS)

Are all your district's educator e-mail addresses accurate in Infinite Campus? Do they conform to the KETS e-mail address convention?

Now is the time to check! This is a critical element for the next version of CIITS, the Continuous Instructional Improvement Technology System.

CIITS is an online database of Kentucky academic standards and resources designed to support classroom instruction. It debuted statewide on August 1, 2011. Since it currently does not include any sensitive data that needs to be secure, log-in information is the same for everyone.

However, the next release of CIITS, version 2.0 (targeted for November) will include student information. This requires that all users log in with a unique username and password. This individual log-in is necessary to ensure student data remains secure and is accessible only to the appropriate personnel. Version 2.0 also will include additional Kentucky academic standards and more instructional materials and functionality.

In the next release, the system must be able to properly identify all users and accurately link teachers and administrators to the students in their classrooms. Information entered in Kentucky's Student Information System (KSIS), Infinite Campus, will serve as a basis for log-ins, permissions and the correct student information. Teachers can verify their rosters within Infinite Campus to ensure their students are appropriately aligned to their classes.

In order to link CIITS log-ins with the appropriate student data, we must be able to pull accurate KETS e-mail addresses (firstname.lastname@districtname.kyschools.us) from KSIS (Infinite Campus). Currently, some teachers do not have e-mail addresses recorded in KSIS, and others have personal (non-KETS) e-mail addresses. Therefore, we ask that **all educator KETS e-mail addresses be entered into KSIS through Infinite Campus by Friday, October 14.** Also, all non-KETS e-mail addresses should be removed from KSIS (Infinite Campus). It is important to note that a valid e-mail address is required to receive a password to log onto the CIITS system in version 2. Instructions for updating staff e-mails in Infinite Campus can be found here, listed under "Infinite Campus Email."

KSIS Points of Contact will be sent an ad-hoc query that can be run to determine which teachers and administrators have missing or invalid e-mail addresses. If you should have any problems or questions, please follow the normal KSIS support process within your district.

Continuous Instructional Improvement Technology System

UNBRIDLED LEARNING

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Infinite Campus Interchange … Learn What's Possible

We hope you'll be able to participate in this year's Infinite Campus Interchange Conference. It's a great opportunity to learn more about Infinite Campus functionality and share best practices across the state. Participants are approved for up to 12 EILA credit hours. Certificates will be e-mailed to participants one week following Interchange. Information about EILA credit will be available in each session. For more information or to register, click here.

START-OF-YEAR TRAINING FOR SPECIAL EDUCATION DATA

Start-Of-Year training for Special Education data in Infinite Campus has been scheduled.

All trainings will be held 9 a.m. – 3 p.m. local time. Please register via our Web page at http://www.education.ky.gov/KDE/Instructional+Resources/Exceptional+Children/Student+Information+System-Special+Education/.

The dates and locations are as follows (space is limited):

September 14 – Morehead Convention Center, Morehead

September 19 – Four Points Sheraton, Lexington

September 20 – Lake Barkley SRP, Cadiz

September 26 – Carroll Knicely Conference Center, Bowling Green

September 27 – Garland Building, London

If you have questions, or need assistance, please contact Windy Newton.

AGENDA

1. **IDEA December 1 Child Count**
2. **2011 KY IEP**
3. **Editor-Based Conference Summaries**
4. **FDF Forms**
5. **LEAD/Waiver Process**

INFINITE CAMPUS SUPPORT PROCESS

In order to speed-up issues related to Infinite Campus (IC), we recommend following the support outline below.

First, contact your building or teacher coach for assistance. Second, if that person cannot resolve the issue, it should be passed along to the appropriate district support personnel. Third, if resolution cannot be reached within a district, a support ticket should be opened by the designated person within your district. If the issue is critical to your daily operations, follow up the entry of the support ticket with a phone call to the IC support line at (888) 461-2004.

Definitions

User: Utilizes IC manuals and KDE/district policies and procedures to enter and review data; directs questions to teacher coach and/or building coach.

Teacher Coach: Answers questions related to a typical teacher's professional scope (i.e., lesson planner, grade book); escalates issues to the building coach.

Building Coach: Answers questions from all IC users at the school on IC-related questions; escalates issues to the district coach.

District Coach: Typically provides policy and guidelines on IC access and usage; may coordinate training; has access to enter support tickets to the IC support desk.

IC Support Desk: Provides assistance on IC usage; tracks software bugs and requests for enhancements

KDE: Guides overall development of IC; provides data standards and policies on KSIS system; supports districts with policy formation and training.

Superintendent/principal contact information online

KDE provides many applications and reports that are linked to the roles of superintendents and principals. If information related to these roles is not regularly updated, the delivery of e-mail messages or access to some applications will be compromised.

It is extremely important for districts to update information about their schools and respective superintendents and principals. The KDE website provides a link that offers demographic information on schools, districts, principals and superintendents.

The related data is extracted nightly from Infinite Campus. Please review your individual district/school data here and update as needed in Infinite Campus. Details on the required data elements are listed here in the 2011-12 KDE Data Standards, pages 23-27.

Office of Knowledge, Information, and Data Services (KIDS)

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